



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**



ANNOUNCEMENT NUMBER: 02-10-022	OPENING DATE: 03-12-10	CLOSING DATE: 04-09-10	OPEN TO ALL APPLICANTS
POSITION: Mental Health Diversion Court Coordinator JS-0945-12	TYPE OF APPOINTMENT: Career Service	SALARY: \$74,872 - \$97,333 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Criminal Division	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for the development, administration, and coordination of the Mental Health Diversion Court (MHDC) which connects mentally ill defendants in the criminal justice system, many of whom have co-occurring substance abuse disorders, with the appropriate services. Analyzes, evaluates, and maintains data required for operations and management use. Confers with judicial officers, coordinates interagency participation, and identifies resources necessary to support varied levels of the unit operations. Develops or modifies policies, goals, or objectives as well as training programs as necessary. Acts as information source and liaison with entities involved with the Mental Health Diversion Court. Networks with surrounding communities to develop awareness, education, and community involvement. Performs other position related duties as assigned.

**MINIMUM QUALIFICATIONS:** A master's degree and a current license to practice social work in the District of Columbia or a professional counseling license in the District of Columbia, plus two (2) years of post-graduate work experience in the criminal justice system or mental health system. **Proof of your education and license must be included with your application, or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. All applicants **MUST** respond to each ranking factor on a separate sheet of paper. Describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Detailed knowledge of D.C. criminal justice system, D.C. mental health system, and substance abuse treatment programs.
2. Ability to problem-solve and work independently.
3. Ability to develop program policies, procedures, and training materials and implement program guidelines.
4. Ability to use computer software programs for case tracking, statistical reporting, and analyzing effectiveness of operations.
5. Ability to communicate effectively, orally and in writing, with a wide variety of persons including Judges, court staff, attorneys, advocates, defendants and the general public.

**SELECTION PROCESS:** After a review of applications and ranking factor responses, a structured oral interview may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

**Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212; **Email to [jobs@dcsc.gov](mailto:jobs@dcsc.gov)**

For a court application, call (202) 879-0496, or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.